

CONFIDENTIAL

CAC
Focus 3 File

ESG-D-018

30 January 1975

NOTE TO: General Wilson
SUBJECT: FOCUS Procedures

25X1 1. Attached is a one page note on FOCUS procedures. I thought we might use it or something like it at our meeting next Wednesday as the discussion starts regarding Agenda item 3. By then, we will have some better guidance from Mr. Colby, assuming that [] letter goes to him this weekend or early next week. The way the letter is to be transmitted to the Ambassador also should be clear. THE MEETING WITH SISCO IS NOW SCHEDULED FOR TODAY--THURSDAY; Thro will inform us re the results. We can modify the attached procedures paper as necessary.

25X1 2. On Wednesday, [] from the Secretariat talked with [] NIO/Japan-Pacific regarding the FOCUS Project and its relationship with the State foreign service inspections. We certainly will want to schedule our FOCUS assessments with the foreign service inspection in mind. Also, we should send the assessment reports to the State Foreign Service Inspector General. [] also suggests that a more palatable way of getting the assessment report to the field would be to send it via the State country desk officer to the DCM. I have offered this possibility in my paragraph 5. You should know that [] and Carver are talking with the Deputy State IG on Monday, 3 February.

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Attachment:
FOCUS Procedures

FOCUS PROCEDURES

1. Agenda. NIO--with appropriate advice from individuals and agencies--devises discussion agenda, (HSC Secretariat provides advice as to participants).

2. Seminars. NIO or his designate chairs. Discussion, looking to information concerns of future as expressed in KIQs, CNTDIOs, CIRL, etc., considers reporting performance of Embassy components during recent past. Participants urged to be candid. Secretariat monitors and supports.

3. Assessment Summary. Report prepared summarizing FOCUS discussions, as seen through NIO/Focus Chairman perspective. The NIOs encouraged to seek comment and counsel regarding draft report from some or all seminar participants (e.g., via telephone reaction, second meeting, written comments). In any case, the report forwarded to Chairman HSC will specify the extent of formal or informal coordination. Major disagreements among participants should be noted.

4. Collection Managers. Summary report will be sent through HSC Members to appropriate collection managers for their information and use. Ordinarily, written reactions and suggestions for improving future reporting will be invited or requested from some or all collection managers. A copy of the report will be furnished to the State Foreign Service Inspector General for his use in connection with the scheduled State inspection visits.

5. Colby/Wilson Letters. The completion of an assessment seminar, the followup assessment report, and related collection/guidance actions will be the occasion for a letter from Mr. Colby (or General Wilson) to the appropriate Ambassador. The letter, sent via channels agreed upon in consultation with the Department of State, will emphasize the importance of Embassy reporting to the functioning of the US foreign intelligence program. Actions taken in Washington and suggestions for consideration by the Ambassador aimed at improving Embassy reporting will be mentioned. The assessment report may be (a) summarized in the letter; (b) referred to in the letter and attached; or (c) referred to and sent via the State country desk officer to the DCM.